



Electronic Timekeeping Job Aid

APPROVING TIME-OFF REQUESTS - INBOX

Supervisors can approve time-off request through the application's internal messaging system. It sends these request to the Kronos inbox, where the request can be evaluated and then approved or rejected. This feature provides a consistent, easily accessible way for employees to request time off, as well as a quick way for supervisors/managers to evaluate and respond to them.

Steps

- 1 Select **General** > access the **Inbox**.
- 2 Click the **Tasks** tab.
- 3 Select a task and then select **Edit** or **Double Click**.
- 4 In the **Welcome** dialog box, click **Next**.
- 5 Confirm that the employee has accrued enough time to take and click **Approve**.
- 6 Do you want to replace the currently scheduled shift or include a pay code edit in addition to the scheduled shift for the approved time off?
 To replace the currently scheduled shift, select the **Override Shift** check box.
 To include a pay code edit for time-off hours in addition to the employee's scheduled shift, clear the **Override Shift** check box.
- 7 (Optional) In the **Message** box, enter a message about the time-off request.
- 8 Click **Next**.
- 9 Click **Save and Close**.

Note: If the **Recheck Rules** radio button is applied, Kronos will review the request, and update the employee's accrued totals to verify if they are still eligible to take this requested time off. This is a good idea if the request has not been answered timely.

Note: If the request is denied, it is a good practice to type the reason for the denial in the **Message** box. This information will be sent to the employee to review.

INBOX

Last Refreshed: 8:59 PM

TASKS		MESSAGES	
Edit →		Reassign →	
Refresh			
Status: Active ▼		As of Date: 12/13/2010	
From	Subject		
Drexler, Gil	Request Time-Off ESS,Mgr Welcome Form		
	1/		

Time Off Evaluation - Windows Internet Explorer

Rule Violations:	None
Accrual Violations:	None
Employee ID:	E9990002
Employee Name:	Test, Exempt
Compensatory Time:	0.0
Vacation 720:	0.0
Vacation 360:	89.07
Personal Day:	0.0
Holiday Accrued:	0.0
Floating Holiday:	24.0
Sick-MSP:	0.0
Sick-CSL:	40.0

Request Type:	Vacation Requested
Start Date:	8/22/2011
End Date:	8/22/2011
Hours Type:	Specify Hours
Start Time:	9:00AM
Hours Per Day:	8.0
Day Type:	Scheduled Days
Unavailable Start Time:	
Unavailable Duration:	
Employee Message:	E9

What do you want to do?

☒ Approve
 ☐ Reject
 ☐ Recheck Rules

Reduce scheduled shift by amount of request: ☒

Check here if this is a partial day shift: ☐

Message:

THIS SHOWS ON EXEMPT EMPLOYEES ONLY

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- 10** To confirm that the time off is scheduled, access the **Schedule Editor**. From the **Show** drop-down list, select a set of employees that contains the employee whose time-off request you approved. From the **Time Period** drop-down list, select the time period when the time off will occur.

- 11** Confirm that the employee's schedule contains a pay code edit in the date cells that correspond to the approved time-off request.

BY EMPLOYEE		BY GROUP						
Save		Actions		Shift	Pay Code	Leave	Group	View
Emp ID	Name	NE or EX	Totals	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27
Ungrouped Employees			0.00					
C94007	Training, Employee J	COH NE CT	96.00			7a - 330p (COH NE C Vacation Requested	7a - 330p (COH NE C Vacation Requested	7a - 330p (COH NE C Vacation Requested

Cascading Pay Codes

Kronos is configured to “cascade” through certain accrual buckets when a time off request is approved and the hours are allocated to the pay code. Per city policy, a vacation request will apply hours to comp time first and then vacation. Request for personal time will go to comp time first and then personal. Sick time will look at MSP and then CSL.

An example of this is shown in the screen shot below:

TIMECARD

Last Saved: 11:01PM

Name & ID

Time Peri

Save		Actions		Punch	Amount	Accruals	Comment		
		Date	Pay Code	Amount	In	Daily	Cumulative		
x	⬇	Sat 7/23							
x	⬇	Sun 7/24							
x	⬇	Mon 7/25	Vacation Requested	8.0	7:00AM				
		Mon 7/25	CMSN - Comp Time NE Hrs Taken	3.75	7:00AM				
		Mon 7/25	VACS - Vac Hours Taken	4.25	10:45AM	8.0	8.0		
x	⬇	Tue 7/26	Vacation Requested	8.0	12:00AM				
		Tue 7/26	VACS - Vac Hours Taken	8.0	12:00AM	8.0	16.0		